

A/V Processing & Cataloging Specifications

EXPERIENCE



 **FOLLETT
LIBRARY
RESOURCES**
A Follett Corporation Company

Contact Name _____
Title _____
Phone _____
Home Phone (optional) _____
Fax Number _____
email (school) _____
email (home-optional) _____

☐ I am a new Follett Library Resources customer
Date _____
Purchase Order Number _____
Funding Source _____
Do Not Exceed \$ _____
Need-By Date (if applicable) _____
This order is for:
☐ Library/Media Center Use ☐ Classroom Use

What school is this order for? _____

Bill To:	Ship To: (if different from "Bill To")
ATTN: _____	ATTN: _____
School/District _____	School/District _____
Address _____	Address _____
City/State/Zip _____	City/State/Zip _____
Additional Information For International Orders:	Additional Information For International Orders:
Province/Country _____	Province/Country _____
Postal Code _____	Postal Code _____

A/V Processing & Cataloging Information (Please choose 1, 2, or 3.)

1. ☐ **No A/V processing & cataloging needed.**
2. ☐ **Use A/V processing & cataloging options on file at Follett Library Resources**
(Complete A-C as appropriate & send in your order).
 - A. ☐ Use next bar code number on file.
 - B. ☐ My starting bar code number for this order is _____.
 - C. ☐ I do not require bar codes.
3. ☐ **Use A/V processing & cataloging options indicated on pages 3-6 of this order form.**
 - ☐ These are permanent changes to my A/V processing & cataloging specifications.
 - ☐ These are one-time changes to my A/V processing & cataloging specifications.

Set up, review, change your processing & cataloging specifications at www.titlewave.com!

Credit/Procurement Cards

☐ Visa ☐ Mastercard ☐ Discover ☐ American Express

Please do not disclose your credit card number. We will contact you by telephone for this information.

Contact name _____ Phone _____

Invoice Information – If you do not indicate a preference, we will send 2 copies of your invoice in title sequence.

Number of Copies _____

Sequence (check one): ☐ Title ☐ Producer ☐ Same sequence as my order list

Special Instructions/Information:

Standard A/V Processing Packages

1. ☐ Do-It-Yourself A/V Automation Package (materials not attached)69¢ per A/V item

Electronic catalog record, unattached spine and cover labels, unattached bar code label and protector.

If you choose this option, please complete all pertinent automation & processing specifications on pages 4 & 5 and cataloging specifications on page 6.

2. ☐ Do-It-Yourself A/V Catalog Card Kit (materials not attached)69¢ per A/V item

Catalog card set, unattached spine and cover labels.

If you choose this option, please complete cataloging specifications on page 6.

3. ☐ Full A/V Automation Cataloging & Processing \$2.19 per A/V item (materials attached)

Protective case or cover, electronic catalog record, spine and cover labels, bar code label and protector.

If you choose this option, please complete all pertinent automation & processing specifications on pages 4 & 5 and cataloging specifications on page 6.

☐ Free Mylar on books with dust jackets as applicable. ☐ No Mylar

Only Package #3 includes the following protective case(s) or cover(s):

Compact discs (CDs) – crystal jewel case Read-alongs – vinyl plastic hanging bag

Digital video discs (DVDs) – crystal jewel case Cassette titles – Norelco plastic case

VHS cassette titles – durable hard plastic case

Standard Individual Items for A/V

4. ☐ Bar code label with protector (not attached)11¢ per A/V item

5. ☐ Spine & cover labels (not attached)11¢ per A/V item

6. ☐ Shelflist card11¢ per A/V item

7. ☐ Date due slip (not attached)11¢ per A/V item

☐ Date due slip
(attached – only available with package #3)11¢ per A/V item

8. ☐ Borrower's card11¢ per A/V item

9. ☐ Pocket (self-adhesive) (not attached)34¢ per A/V item

☐ Pocket (self-adhesive) (attached – only available with package #3)34¢ per A/V item

**10. ☐ Theft detection
(attached – only available with package #3)59¢ per A/V item**

11. ☐ Electronic catalog record69¢ per A/V item

12. ☐ Catalog card set79¢ per A/V item

**13. ☐ Kapco Easy Covers on paperbacks as applicable \$2.49 per book
(attached – only available with package #3)**

Call 888.511.5114 or email Customer Service at customerservice@flr.follett.com for assistance.

A. Computer

☐ Windows ☐ Macintosh

B. Automation system

☐ Destiny ☐ Circulation Plus® ☐ Other (version number) _____

C. Format

- ☐ MARC21 (formerly called USMARC) (electronic file name is "microlif.001")
- ☐ MicroLIF (electronic file name is "ibm.fil"; online delivery not available for this option)

D. ☐ Holding code _____ (up to 25 characters in length)
Identification code of your library, school, or library district (primarily used for union catalogs).

E. Method of Data Delivery

- ☐ Receive MARC Records online via TITLEWAVE – Provides fast access to your MARC records; they're available as soon as your shipment leaves our warehouse.
- ☐ 3.5" Diskette

15. Bar Code Information

F. Bar code symbology

☐ Code 39 ☐ Codabar ☐ Interleaved 2 of 5

G. Bar code length _____

H. Bar code structure

Material Type Indicator: (1 character) _____

School ID/Location: (4 to 6 characters)

Check Digit: ☐ MOD 10 ☐ MOD 43 ☐ None

I. Starting bar code number for this order

☐ Use the next bar code number in my file at Follett Library Resources

☐ Use this bar code number: _____

☐ I have set aside the following bar code range for Follett Library Resources:
_____ to _____

J. Personalized bar codes

We will print the name of your library or another message on your bar codes. Please indicate how you would like the bar code message to appear. Limit of two lines, 30 characters/spaces per line.

Use uppercase, lowercase, or both.

First Line

[illegible]

Second Line

[illegible]

K. Bar code label position (Package #3)

☐ Check here if cover information must remain readable.

Enter desired placement on the line(s) below. (Y, Z, S, T, W, X, 6, 1, 8, or 3)

Compact discs: _____

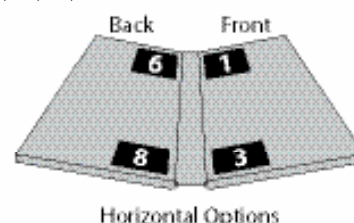
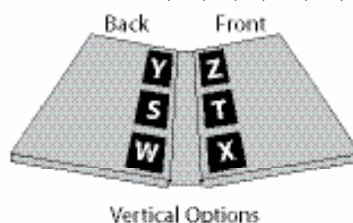
Single cassette titles: _____

Multiple cassette titles: _____

Read-alongs: _____

Single DVD/VHS cassette titles: _____

Multiple DVD/VHS cassette titles: _____



- ☐ 3-M
- ☐ Checkpoint
- ☐ Standard (frequency number: _____)
- ☐ Date Due (specify location: _____)

17. A/V Pocket or date due slip location

Compact Discs:

- ☐ Back of jewel case
- ☐ Other: _____

Read-alongs:

- ☐ Lower right front of hanging bag
- ☐ Other: _____

Single cassette titles:

- ☐ Unattached
- ☐ Other: _____

VHS cassette & DVD titles:

- ☐ Back of case
- ☐ Other: _____

Multiple cassette titles (i.e., audiobooks):

- ☐ Inside cover or back of album
- ☐ Other:

18. A/V Personalized Pockets

We will print the name of your library or another message on your pockets. Fill in the following as you would like the message to appear. Limit of two lines, 30 characters/spaces per line.

Use uppercase, lowercase, or both. A third line is available to print your funding source.

- ☐ Use the same message as my personalized bar codes.

First Line

[illegible]

Second Line

[illegible]

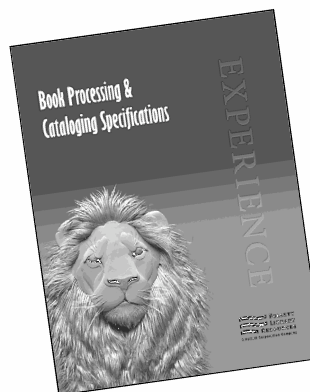
Optional Third Line for Funding Source

[illegible]

If your order includes books, please complete our Book Processing & Cataloging options.

We offer a wide variety of specialized processing and cataloging options.

Call 888.511.5114 or email Customer Service at customerservice@flr.follett.com for more information.



Cataloging Specifications

- ☐ Use my cataloging options on file at **Follett Library Resources**.
- ☐ Use cataloging options checked below. The default specification (✧) under each classification is used unless another specification is checked.
 - ☐ These are permanent changes to my A/V cataloging specifications.
 - ☐ These are one-time changes to my A/V cataloging specifications.

Classification Prefix

- | | |
|---|---|
| ✧ <input type="checkbox"/> Do not use a classification prefix | <input type="checkbox"/> DVD or _____ for digital video discs |
| <input type="checkbox"/> CD or _____ for compact discs | <input type="checkbox"/> VHS or _____ for videocassettes |
| <input type="checkbox"/> CASS or _____ for cassettes | <input type="checkbox"/> PLAY or _____ for Playaways |
| <input type="checkbox"/> RAL or _____ for read-alongs | <input type="checkbox"/> CD-ROM or _____ for CD-ROMs |
-

1. Subject Headings

- ✧ ☐ Library of Congress
- ☐ Sears (1)

2. Fiction

- ✧ ☐ F with first three letters of Main Entry
- ☐ FIC with first three letters of Main Entry (1)
- ☐ First three letters of Main Entry (2)

3. Nonfiction

- ✧ ☐ Classification number with first letter of Main Entry
- ☐ Classification number with first three letters of Main Entry (1)
- ☐ Classification number with first two letters of Main Entry (2)

4. Individual Biography

- ✧ ☐ 92 with first three letters of biographee's surname
- ☐ B with first three letters of biographee's surname (1)
- ☐ 921 with first three letters of biographee's surname (2)

5. Collective Biography

- ✧ ☐ 920 with first letter of Main Entry
- ☐ 920 with first three letters of Main Entry (1)
- ☐ 920 with first two letters of Main Entry (2)

6. Easy Fiction

- ✧ ☐ E with first letter of Main Entry
- ☐ E with first three letters of Main Entry (2)
- ☐ Follow fiction options (8)

7. Special Classification Options

- ✧ ☐ No special classification option
- ☐ J above classification number for all K-8 titles except Easy Fiction (4)
- ☐ E above classification number for all Easy Nonfiction (5)

8. Short Story Collections

- ✧ ☐ 808.8 with first three letters of Main Entry
- ☐ SC with first three letters of Main Entry (2)
- ☐ Follow fiction options (6)

9. Foreign Language Options

- ✧ ☐ Classification number assigned by subject
 - ☐ Language code with first three letters of Main Entry (3)
 - ☐ Language classification number with first three letters of Main Entry (8)
-



Complete Your Processing & Cataloging Specifications
at www.titlewave.com

Our Library Service Consultants are available to answer your questions on TITLEWAVE, Curriculum TITLEWAVE, TitleWise, and more Monday through Friday from 7:00 a.m. to 5:00 p.m. CST. Just call 888.511.5114, ext. 1164 or email lsc@flr.follett.com.